

*Old ones*

***FORT SASKATCHEWAN ELEMENTARY SCHOOL PARENT SOCIETY  
BYLAWS***

**PHILOSOPHY**

-to enhance all aspects of the education process and to ensure that all activities and policies benefit the students

**OBJECTIVES**

-provide two-way communication between staff and parents

-stimulate community interest, involvement, and support for the County of Strathcona educational system

-strengthen school-community relations through direct and positive participation in the school

-encourage and promote parent involvement in classroom programs, extra-curricular activities, and other programs

-provide volunteer help to the classroom teacher and the school, to better meet the needs of the individual students and the school population in general

-provide representation on the Committee of the School Advisory Councils (COSAC) to enhance communications amongst the SAC'S, the board, the superintendent and the community

**MEMBERSHIP**

-parents and guardians of the children attending Fort Saskatchewan Elementary School, together with interested school administrators and teachers, shall be eligible for membership in the association

**resignation of membership**

Any member wishing to withdraw from membership may do so upon notice in Writing to the executive committee through its secretary

**expulsion of membership**

any member upon a 2/3 vote of all members of the society in good standing may be expelled from membership for any cause which the society may deem reasonable

**EXECUTIVE**

-the executive shall consist of: elected officers, an LAC representative, the school administrator, one teacher from Division 1 and one teacher from Division 2

-the elected officers of this advisory council shall be: chairperson, co-chairperson, past chairperson, treasurer, secretary, fund raising co-ordinator and child safe co-ordinator

**elected officers' term of office**

-at the 1<sup>st</sup> annual general meeting, officers shall be elected to a one year term

-should a vacancy occur in any office, and if a majority of the school year remains, a general meeting may be called to fill that vacancy. Otherwise, the Executive shall have the power to appoint a member to fill the office for the unexpired term

-the general membership may remove any executive member before the expiration of his term and elect another person for the balance, by an extraordinary resolution passed by majority of such members entitled to vote as are present in person at a general meeting of which one month's written notice specifying the intention to propose the resolution as an extraordinary resolution has been given

-no one person can stand for any given executive position for longer than 2 consecutive years

**duties of elected officers**

-the chairperson shall:

- a) chair parent group meetings
- b) organize meetings and agendas in consultation with the school administration
- c) oversee and be aware of each executive members job descriptions and duties to ensure that all activities benefit the school and students
- d) monitor operations of sub-committees as necessary
- e) maintain a close liaison with the school
- f) act as liaison between parents and administration

- g) act as liaison with School Board
  - obtain copies of County School Board Meeting minutes
- h) act as society representative at COSAC meetings

-the co-chairperson shall:

- a) work closely with chairperson
- b) take over chairperson's duties when required
- c) act as a parent volunteer co-ordinator
  - assist staff volunteer co-ordinator to organize and implement volunteer program
  - prepare materials for volunteers program, such as job descriptions, I.D. buttons, etc
  - create and maintain a positive feeling towards the program among volunteers

-the treasurer shall:

receive all monies paid to the society and shall be responsible for the deposit of same in whatever bank the executive may order. She/He shall properly account for the funds of the society and keep such books as may be directed. She/He shall present fully detailed account of receipts and disbursements to the executive monthly and shall provide the submission to the first annual meeting a duly audited statement for the financial position of the society. Copy (s) shall be submitted to the executive for records of the society, the City of Fort Saskatchewan, and Alberta Consumer and Corporate Affairs. Each cheque issued by the society must be signed by at least two of the following: chairperson, co-chairperson or treasurer.

-the past chairperson shall:

- a) assist the chairperson and co-chairperson on any matters of question and shall preside at meetings in the absence of both chairperson and co-chairperson
- b) act as a second participant representing the society at COSAC meetings

-the secretary shall:

- a) record minutes of meetings
- b) distribute minutes of meetings within two weeks of a meeting
- c) maintain copies of all minutes, correspondence, documents, etc, at school office

- d) maintain records of meetings and relative information
- e) distribute correspondence to appropriate members
- f) notify executive members of meetings

-the child safe co-ordinator shall:

- a) schedule volunteers to work on the child safe program
- b) prepare and distribute procedure sheet, to ensure that all volunteers follow the necessary steps
- c) notify school office of current schedule

-the fund raising co-ordinator shall:

- a) organize and implement fund raising activities
- b) assist, where possible, with regular school fund raisers
- c) keep financial report of fund raising
- d) present new ideas to staff and parent council

All co-ordinators are required to report verbally to each School Advisory Council meeting. Any letters written on behalf of the group must be copied and dispersed to the secretary, chairperson, and principal. Any co-ordinator who cannot attend a meeting must submit a short written report.

### **COMMITTEES**

-any committees, as required may be approved by the members at any meeting or by the executive

-standing committees shall submit plans of work to the executive for approval and before any work is undertaken

-the chairperson of each standing committee shall submit a verbal report of it's work to the executive at each meeting and a written report of it's work to the members annually

### **MEETINGS**

-the school principal shall call an annual general meeting each year before September 30<sup>th</sup>

-annual, general or special meetings of the membership may be called at any time by the secretary upon the instructions of the chairperson, members shall be notified by newsletter through the school, or by telephone, one week prior to the date of such meeting

-unless otherwise provided herein, all motions and resolutions put a meeting shall be determined by a simple majority vote of the members entitled to vote who are in attendance

### **MINUTE BOOKS**

-the executive shall keep the minutes of all executive and general meetings to be entered in books designated for that purpose.

-after each meeting of the executive or general membership, the minutes of same shall be posted at the school within two weeks of the meeting

### **VOTING**

-teachers and administrators shall be non voting members

-votes must be made in person and not by proxy or otherwise

-after sufficient written notification to the membership of a general or special meeting the executive, numbering 7, can constitute a quorum

### **REMUNERATION**

-no member of the society shall receive any remuneration for her/his services unless authorized at a general meeting

### **BORROWING POWERS**

-for the purpose of carrying out its objectives, the society may borrow or raise or secure the payment of money in such a manner as it thinks fits. This power shall be exercised only under the authority of the society and in no case shall money be borrowed without sanction of a special resolution of the society.

## **AUDITING**

-the books, accounts and records of the secretary and treasurer shall be audited by a duly qualified accountant or two members of the society. A complete statement of the standing of the books shall be submitted by such auditor at the first meeting of the society current fiscal year of June 30<sup>th</sup>.

-the books and records of the society may be inspected by any member of the society at any meeting provided reasonable notice is given or at any time satisfactory to the officer (s). Each member of the executive shall at all times have access to such books and records.

## **AMENDMENT OF CONSTITUTION**

-the bylaws may be rescinded, altered, or added to by way of a special resolution passed by a 75% majority of such members entitled to vote as are present in person at a general meeting of which written notice specifying the intention to propose the resolution as a special resolution has been given

## **RECISSION OF BYLAWS**

-the bylaws of a society shall not be rescinded, altered or added to except by special resolution of the society

-no rescission of alteration of or addition to a bylaw has effect until it has been registered by the registrar

-if the registrar is of the opinion that a bylaw is not in accordance with the application for incorporation or that it contains anything contrary to law, he shall refuse to register it

## **DEFINITIONS**

-“registrar” means registrar as defined in the Business Corporations Act

-“society” means society incorporated under this act

-“special resolution” means

a) a resolution passed at a general meeting of which not less than 21 days

- notice specifying the intention to propose the resolution has been dully given, and
- b) by the vote of not less than 75% of those members who, if entitled to do so, vote in person or by proxy

**SOCIETY SEAL**

-custody and use of the seal of the society will be that of the chairperson

**DISSOLUTION OF THE FORT SASKATCHEWAN ELEMENTARY SCHOOL PARENT SOCIETY**

-in the event of dissolution, all the remaining assets, after payment of liabilities, shall be donated to Fort Saskatchewan Elementary School